

MANPOWER PROGRAMS SUPERVISOR III (ESC)

This is administrative and managerial work in directing the development of contracts and implementation of manpower programs requested by CETA prime sponsors and provided through the Employment Security Commission. Employee supervises a staff of specialists who write proposals for contracts, develop the programmatic aspects of the contracts, review the contracts, and monitor the goals and objectives of the contracts. Contract negotiation and maintenance are performed to meet the needs of the prime sponsors. Employee is responsible for ensuring an appropriate level of service that includes implementing program revisions in response to changing legislation and policies. Employee reports to the Manpower Programs Manager.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employee plans the work of subordinates and assists in planning the work of the unit. Planning requires the interpretation of CETA regulations in joint consideration with the prime sponsor's requirements, and the capabilities of the Employment Security Commission to develop viable manpower services programs tailored to the specific needs of the client population.

Organizing and Directing - Employee makes project assignments to management support staff, structures work assignments, monitors activities, and revises assignments based on changes in program emphasis or to adjust to program needs. Employee ensures that proposals under development meet programmatic goals.

Budgeting - The employee operates within the existing budget provided for the unit. The employee reviews budgetary figures compiled from contractual budgets of manpower programs to ensure that funding is adequate and that the overall budget provides for the most efficient use of unit resources and is in compliance with budgetary regulations.

Training - Employee assesses the training needs of the staff and participates in on-the-job training as it is needed. Employee evaluates training provided by other agencies and organizations such as the Department of Labor, and North Carolina Prime Sponsors, and approves attendance if beneficial to the staff.

Setting Work Standards - Employee confers with supervisors and management support staff to establish intra-unit work standards, policies, and procedures. Employee is responsible for ensuring that unit functions are carried out according to Federal regulations and prime sponsor needs.

Reviewing Work - Employee reviews the work of subordinates through periodic conferences, progress reports, work plans, and the quality and content of written communications, and through program accomplishments as exhibited by the success of manpower services programs provided.

Counseling and Disciplining - Employee is responsible for counseling and disciplining all subordinates. Oral warnings are issued to employees with disciplinary problems. Formal actions would be recommended to the unit supervisor.

Performing Other Personnel Functions - Employee interviews applicants for positions supervised and makes recommendations concerning hiring decisions. Employee provides input on decisions concerning promotions and salary adjustments for individuals supervised.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Areas of responsibility are occasionally affected by changes in legislation or Federal policy and program emphasis, requiring consideration of the appropriate reallocation of available resources.

Variety of Work Supervised - The primary focus of work supervised is on the development and negotiation of contracts with prime sponsors to provide manpower services programs.

Number of Employees Responsible For - Employee is responsible for a professional staff of twelve and a clerical staff of two.

III. EXTENT OF SUPERVISION RECEIVED: Work is reviewed by supervision through activity reports, conferences, and discussions to determine success in achieving established goals and objectives and compliance with established policies and procedures. Recommendations concerning significant changes or adjustments in work plans are reviewed by supervisor.

IV. SPECIAL ADDITIONAL CONSIDERATIONS:

Supervision of Shift Operations - Subordinates observe normal work hours with occasional involvement in meetings held after work hours.

Fluctuating Work Force - Work force supervised is relatively stable, but is subject to fluctuation due to level of Federal funding of manpower programs.

Physical Dispersion of Employees - Immediate subordinates are located in the central office; however, consultants must travel throughout the state.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Considerable knowledge of Federal and state laws and regulations pertinent to the development and operation of manpower programs; the objectives and operation of Employment Security Programs; labor and economic conditions in the state; quality and type of training available; types and sources of economic data and methods of utilizing it for manpower planning purposes; and the cost of various manpower program activities. Ability to: organize, plan, and coordinate an effective system for delivery of contract services to prime sponsors on a statewide basis; interpret program procedures and policies; organize and present information clearly and concisely in oral and written form; develop and provide training in contract development and negotiation; establish and maintain cooperative working relationships with community, state, and Federal agencies, training and educational facilities, prime sponsors, and manpower planning boards and councils.

Minimum Education and Experience - Graduation from a four-year college or university and four years of experience in employment service activities, public administration or business administration, or a related field, including at least one year in manpower programs administration; or an equivalent combination of education and experience.

Special Note - This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.